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Security Information

12 May 1953

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT: Regulation [REDACTED] - LEAVE

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1. Subject Regulation is returned to your office for revision in accordance with our discussion with the Assistant Deputy Director (Administration). As you may recall, the major questions raised by the Assistant Deputy Director (Administration) concerned the advisability of delegating leave responsibilities with such vagueness as to make possible irresponsibility of administration. This was particularly true of some of the more unusual leave benefits such as:

- a. Advanced annual leave.
- b. Leave without pay (extended).

2. The Assistant Deputy Director (Administration) also made several editorial criticisms in order that the Regulation might be as informative and explicit as possible.

3. Lastly, and of primary importance, the question has been raised as to the propriety and advisability of the policy provisions of Paragraph 5, "Leave in the United States Following Overseas Assignment". Specific questions raised are:

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b. Is the Regulation sufficiently clear as to Agency policy concerning such leave; i.e., is such leave, and related travel benefits, a right of the employee or a discretionary authority of the Agency?

c. Is the Regulation sufficiently complete to be understandable and administratively practical? To illustrate, the true and in fact the only benefit under this Regulation is the payment of travel expenses at Government expense. This fact is not even mentioned, and, in its absence, there is no difference between this type of leave and ordinary annual leave of any employee regardless of location or assignment.

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d. Is the Regulation procedurally complete? To illustrate:

(1) There are no procedures as to how the determinations inherent in paragraph a(3) are to be effected or evidenced, if at all. Yet it is obvious that such determinations must ultimately be evidenced in travel orders. What, therefore, are the responsibilities if any of the official authorizing the travel?

(2) There is no indication of any limitations as to the point to which travel expenses will be paid, the time within which such travel may be performed, or how and when the point of leave must be determined.

4. It is suggested that the problems raised be studied and, where appropriate, revisions be prepared. In particular, it is suggested that the policy which could or should be established with regard to this type of leave and the payment of related expenses should be referred to the Office of the General Counsel for legal interpretation and advice concerning the probable intent of Congress.

5. We will be happy to assist in any technical problems encountered such as the wording of delegations of authority and responsibility. In addition, I have personal familiarity with operational circumstances which appear to make it essential that a Covert Regulation be prepared which will provide certain exceptions and procedural differences where employees are engaged in deep cover activities.

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[REDACTED]
Special Assistant to the
Deputy Director (Admin.)

Enclosures - 2

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1 - Memo for the DDA from SA/DDA [REDACTED] Subject: "Proposed Regulation No. [REDACTED] LEAVE; dtd 27 April 1953.
2 - Proposed Regulation [REDACTED] - LEAVE

cc - Office of General Counsel - Attn: [REDACTED]

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Enclosure